

ON YOUR LETTERHEAD

NOTICE OF PROSPECT

City of DeLand
120 S. Florida Ave
DeLand, FL 32720

Attn: Community Development Department

In accordance with the City of DeLand's policy on Real Estate Broker Referral Fees you are hereby notified that the undersigned represents the following prospect:

NAME OF PROSPECT HERE

Who is interested in negotiating a lease with you for City property.

We understand that this is an open listing and that the City reserves the right to lease the property itself or through any other broker without payment to us of any referral fee.

We declare and acknowledge that we represent the above prospects in negotiating a lease between the City and the Prospect. We acknowledge that we are not authorized to bind the City in these negotiations.

We certify to you that we are licensed as a Broker under the laws of the State of Florida and the signatures of each prospect that appears at the end of this notice is genuine and authorized signature of each person.

The above-named prospects shall hereafter be considered prospects registered by us, and our right to a referral fee will be perfected upon execution of a lease by you with the prospects within ninety (90) days of the date this notice is received by the City; provided, however, that if the City and the Prospect are engaged in active negotiations, then this notice may be extended by written notice from the Community Development Director or their assistant for one or more additional periods of thirty (30) days.

The following are the referral fees' payable:

1. If a tenant leases an existing building or vacant lot for more than one year and less than five years, then the referral fee would total the first and last month's rent.
2. If a tenant leases a City building or vacant tract for over five years, then the referral fee would be 5% of the rent for a five year period.

This notice contains the entire agreement between the City and the Broker relating to the subject hereof, and no other agreements or understandings relating to this subject exist between the City and the Broker. This notice may be amended or supplemented or the terms thereof waived only by written instrument executed by the City.

Sincerely,

Name of Licensed Florida Real Estate Broker By:

Printed Name:

Title:

Date:

For this notice to be valid, it must be countersigned in the space provided below by each of the prospects identified above.

Prospect

Name of Prospect By:

Printed Name:

Title:

Date

Name of Prospect By:

Printed Name:

Title:

Date

For this notice to be valid, it must be accepted by the City and signed below by the Community Development Director or their assistant.

Accepted this ____ day of _____, 20____

City of DeLand

By: _____
As its: _____